



Job Title: Police Chief

Department: Police

Immediate

Supervisor: Town Manager

Job Status: Regular, Full-Time	FLSA Status: Exempt	Town Status: Unclassified
Origination Date: 2/20/2010	Revision Date:	

BRIEF DESCRIPTION OF THE JOB:

Under general direction of the Town Manager oversees, manages, supervises, coordinates and administers all aspects and operations of law enforcement for the Town of Sahuarita.

ESSENTIAL FUNCTIONS:

Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed. The following do not identify all duties performed by any single incumbent.

Physical Strength Demands/Codes

S = Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
L = Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
M = Medium	Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly.
H = Heavy	Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 – 20 pounds constantly.
V = Very Heavy	Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 – 50 pounds constantly.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Serve as the administrative head of the Police Department, planning, coordinating and directing all functions and activities of the department. This includes such diverse functions as preparing, presenting and implementing a budget, assigning officers to special investigations, assuring shifts and work units are effective, and coordinating all aspects of criminal cases.
2	S	Perform duties as may be required by law, and as the Town manager and the Town Council may deem necessary.
3	S	Provides leadership to accomplish the plans, mission, goals and objectives as defined in collaboration with the community, Town Administration and Town Council.
4	S	Establishes protection of life and property through law enforcement, crime control, prevention measures, traffic enforcement, recovery of property and apprehension of offenders.
5	S	Controls duties in a manner consistent with Department policy and legal guidelines to protect the interest of the public. Interacts with and responds to inquiries from the community and organizations and addresses community and employee concerns.
6	S	Provides training and resources to personnel, designs and/or oversees development of performance measures, deliverables and related strategic planning efforts and incorporates strategic planning into the budget process.



7	S	Represents the Town and Police Department at functions requiring executive decision making/representation. Attends meetings and presentations for internal and external audiences.
8	S	Manages the development, presentation and monitoring of grant funded projects. Oversees budget development, preparation and presentation. Monitors budget allocations and reviews and recommends approval of budget expenditures and purchases.
9	S	Reviews trends and practices in law enforcement and criminal justice. Serves as a resource and liaison between the Town Police Department and external local, state and national agencies, entities and/or individuals.
10	S	Provides advice and counsel to Town Administration and Council on law enforcement issues. Drafts, composes, reviews, edits and/or revises a variety of written documents.
11	S	Oversees and manages assigned staff and personnel. Evaluates work performance and/or recommends and implements disciplinary actions. Identifies and implements new employee and on-going staff training programs. Coordinates, prioritizes and assigns tasks and projects. Tracks and reviews work progress and process.
12	S	Performs all work duties and activities in accordance with department and/or Town policies and procedures.
13	S	Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Health and Safety Manual.



JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education	Bachelor's degree from an accredited college or university in Law Enforcement, Criminal Justice, Public Administration or related field. Master's degree is preferred.
Certifications	Requires the ability to obtain an Arizona Police Officer Standards and Training Board (AZPOST) Peace Officer Certification and an Arizona Criminal Justice Information Systems (ACJIS) Terminal Operator certification within six months of hire. FBI Secret Clearance.
Experience	Seven (7) to ten (10) years of significant and increasingly responsible law enforcement management experience as a Chief Officer, Deputy Chief Officer, Lieutenant, or similar command rank in an urban/suburban municipal environment; or, any equivalent combination of training and management level experience in police administration.
Driver's License	Valid Driver's License required. Arizona Driver's License within ten days of hire.
Training	Mandatory AZPOST training must be completed within six months of hire and be kept current annually. Executive training from the FBI Academy, Northwest Staff & Command, or Southern Police Institute preferred.
Residency	The Police Chief is required to reside within town limits within twelve (12) months from date of hire.



PHYSICAL DEMANDS

Frequency Code Scale

N = Never Never Occurs	R = Rarely Less than 1 hour/week	O = Occasionally Up to 1/3 of the time	F = Frequently From 1/3 to 2/3 of the time	C = Continuously 2/3 or more of the time	
Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Making presentations <input checked="" type="checkbox"/> Observing work site <input checked="" type="checkbox"/> Observing work duties <input checked="" type="checkbox"/> Communicating with Co-workers	Pushing/Pulling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> File drawers <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Tables and chairs <input type="checkbox"/> Hoses
Fine Dexterity	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Computer keyboard <input checked="" type="checkbox"/> Telephone keypad <input checked="" type="checkbox"/> Calculator <input checked="" type="checkbox"/> Calibrating equipment	Climbing	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Stairs <input type="checkbox"/> Ladders <input type="checkbox"/> Step stools <input type="checkbox"/> Onto equipment
Walking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> To other departments/offices <input checked="" type="checkbox"/> Around work site	Vision	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Computer Screen <input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Observing work site
Lifting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files	Foot Controls	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Driving <input type="checkbox"/> Operating heavy equipment <input type="checkbox"/> Operating dictaphone
Carrying	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files	Balancing	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> On ladders <input type="checkbox"/> On equipment <input type="checkbox"/> On step stools
Sitting	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Desk work <input checked="" type="checkbox"/> Meetings <input checked="" type="checkbox"/> Driving	Bending	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground
Reaching	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> For supplies <input checked="" type="checkbox"/> For files	Crouching	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground
Handling	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Paperwork <input type="checkbox"/> Monies	Hearing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public <input checked="" type="checkbox"/> Listening to equipment
Kneeling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower Shelves/ground	Twisting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> From computer to telephone <input checked="" type="checkbox"/> Getting inside vehicle
Crawling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Under equipment <input type="checkbox"/> Inside attics/pipes/ditches	Talking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public
Other					



MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, general office supplies, computer, printer, calculator, telephone, postage meter, vehicle, Standard Microsoft Windows and Office software, department and town specific software, and the Internet. Firearms, restraint devices and other police-related equipment and paraphernalia.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never	O = Occasionally	
HEALTH AND SAFETY		ENVIRONMENTAL FACTORS			PRIMARY WORK LOCATION	
Mechanical Hazards	O	Dirt and Dust	O		Office Environment	X
Chemical Hazards	O	Extreme Temperatures	O		Warehouse	
Electrical Hazards	O	Noise and Vibration	O		Shop	
Fire Hazards	O	Fumes and Odors	O		Vehicle	
Explosives	O	Wetness/Humidity	O		Outdoors	
Communicable Diseases	O	Darkness or Poor Lighting	O		Other	
Physical Danger or Abuse	O					
Other						

WORK SCHEDULE POSSIBILITIES	
Rotating Shift Work	
24 Hour Shift Work	
Work on Holidays	X
Work on Weekends	X
40 Hour Work Week	X
Overtime	X
Call Out	X
Other	

PROTECTIVE EQUIPMENT REQUIRED:

Bullet/knife resistant vests. Rain/inclement weather gear. Traffic vest. Gas mask/MSA Millenium. Tyvek Suit. Helmut. Nitrile Gloves. Booties.



NON-PHYSICAL DEMANDS:

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Continuously
Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
NON-PHYSICAL DEMANDS				
Time Pressures				F
Emergency Situations				O
Frequent Change of Tasks				C
Irregular Work Schedule/Overtime				F
Performing Multiple Tasks Simultaneously				C
Working Closely with Others as Part of a Team				F
Tedious or Exacting Work				F
Noisy/Distracting Environment				O
Performing Mathematical Calculations				F
Supervision and/or Managerial				C

EXPECTED BEHAVIOR:

The incumbent is expected to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following:

- ◆ High ethical standards
- ◆ Active participation in teamwork
- ◆ Strong safety principles and safety awareness
- ◆ Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT

The Town of Sahuarita, Arizona is an Equal Opportunity Employer.

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SIGNATURES — REVIEW AND COMMENT:

I reviewed and understand this job description and I accept the stated Expected Behavior described.

Signature of Employee

Date

Job Title of Immediate Supervisor

Signature of Immediate Supervisor

Date

Job Title of Department Director

Signature of Department Director

Date

Comments:
